



Division of Operations Environmental Implementation Procedure  
Bureau: Highway Maintenance

Date: 10/31/11

**Procedure EIP-3**

Revision: 3.2

**Legal and Other Requirements**

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**PURPOSE:**

The purpose of this Environmental Implementation Procedure (EIP) is to identify, track, and maintain compliance with legal and regulatory requirements that pertain to each Bureau's aspects and operations at its facilities; and to advocate that appropriate Bureau staff and management, vendors, and contractors are aware of these requirements. These legal and other requirements must be considered in establishing suitable Bureau environmental objectives and targets.

**RESPONSIBILITY:**

Office of Stewardship and Compliance (OSC):

- Create and maintain a master list of legal and regulatory requirements and agreements that apply to Division of Operations Bureaus.
- Assist Bureaus in determining their specific legal and regulatory requirements.
- Periodically review changes in NHDOT operations and legal and regulatory requirements and communicate those changes to Bureaus.

Director/Bureau Administrator:

- Advocate that personnel under their supervision are aware of legal and other requirements applicable to the work activities and services assigned to them.
- Advocate that vendors and contractors are aware of EMS related legal and other requirements applicable to the services that they provide.

Bureau EMS Coordinator And EMS Team:

- Create and maintain a master list of all required environmental permits for the Bureau.
- Review changes in Bureau operations and legal and regulatory requirements, as provided by OSC, and communicate those changes within the Bureau and to OSC.

Bureau Employees:

- Be aware of the legal and other requirements applicable to the performance of assigned work tasks and perform the work in accordance with approved practices and procedures.
- Be aware of the EMS related legal and other requirements applicable to vendors and contractors that provide services at their facilities.



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## **DOCUMENTS AND RECORDS:**

- EIP-3-Form 3a General Legal and Other Requirements – Linked to Department's Environmental Activity Master Pick List
- EIP-3-Form 3b Environmental Permits, Licenses, and Authorizations Register
- EIP-6-Form 6b Contractor and Supplier Safety and Environmental Checklist

## **PROCEDURE:**

1. OSC will create and maintain a listing of legal and other requirements that apply to the Bureaus within the Division of Operations. OSC will review this listing at least: 1) annually, 2) when applicable regulatory requirements change, and 3) when Bureaus provide notice of change in operations. The completed listing (EIP-3-Form 3a: General Legal and Other Requirements – Linked to Department's Environmental Activity Master Pick List) will be distributed to all Bureaus within the Division of Operations for their use in their compliance and EMS programs.

Sources to be searched for regulatory requirements may include:

- Federal statutes in the United States Code (USC).
  - Federal regulations in the Code of Federal Regulations (CFR).
  - New Hampshire statutes in the Revised Statutes Annotated (NHRSA).
  - New Hampshire administrative rules, published by state agencies, at the State Library, the state website ([www.state.nh.us](http://www.state.nh.us)) under the New Hampshire Legislature, Division of Administrative Rules, or at state agency websites.
  - Material Safety Data Sheets (MSDSs) and other documentation (e.g., manufacturer's information, user manuals) related to specific products or processes.
  - Internal or external environmental compliance audits (checklists and corrective action citations).
2. OSC will notify Bureaus of other environmental requirements to which the Department or Division subscribes. These other requirements may include: 1) State of New Hampshire or NHDOT goals and policy directives, 2) commitments to external parties, 3) external environmental initiatives, and 4) input from NHDOT partners and stakeholders.
  3. Each Bureau's EMS Team will review its facilities and operations in light of the list of general legal and other requirements, and add any requirements not included on the





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OSC list, including any municipal environmental requirements. OSC shall be notified of these added requirements.

4. The Bureau Administrator and the Bureau EMS Team will consider all legal and other requirements when setting their environmental objectives and targets, and when conducting activities that may be subject to these requirements.
5. The Bureau Administrator and Bureau EMS Team will consider all legal and other requirements applicable to vendors and contractors that provide services to their facilities when setting environmental objectives and targets.
6. Each Bureau's EMS Coordinator and EMS Team will inventory its environmental permits, licenses and authorizations (i.e., currently held and pending), and record this information in EIP-3-Form 3b: Environmental Permits, Licenses, and Authorizations Register. Such information will be reviewed for changes at least annually.
7. The Bureau EMS Coordinator and EMS Team maintains all documentation and key records generated as part of this EIP in accordance with EIP-9: Documentation, Document Control, and Records Management.

Approved: 	Revision #: <u>3.2</u>
Name _____	Revision Date: <u>10/31/11</u>
Title <u>STATE MAINTENANCE ENGINEER</u>	Supersedes Revision #: <u>3.1</u>
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